

## **ASSISTANT LEGAL COUNSEL**

**APPLICATION DEADLINE IS WEDNESDAY, FEBRUARY 1, 2017 AT 11:59PM**

**Division:** Executive  
**Reports to:** Assistant Chief Legal Counsel  
**Location:** Nashville, TN  
**Full-time/Part-time:** Full-time  
**Salary Grade:** 120  
**Monthly Salary Range Minimum:** \$6,711  
**FLSA Classification:** Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

**POSITION SUMMARY:** Under the supervision of the Chief Legal Counsel or Assistant Chief Legal Counsel, provides a full range of legal services for THDA.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Interprets federal and state legislation and regulations relating to THDA programs.
- Represents THDA in internal hearings and administrative hearings before an Administrative Law Judge.
- Advises on questions of law involved in the operation of THDA.
- Drafts and reviews documents used in connection with THDA's programs.
- Assists in annual review and modification of program descriptions or other controlling documents for THDA's programs.
- Aids in the preparation of guides, handbooks and instructional memoranda pertaining to program operations in order to meet federal and state requirements.
- Assists in policy development based on program requirements, Federal Housing and Urban Development (HUD) guidance, and federal law and regulations.
- Supports all tasks as appropriate to implement the current THDA Strategic Plan.
- Stays current in industry trends and regulatory compliance through workshops, newsletters, conferences, and affiliation with industry organizations.

### **MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and abilities required.

#### **Education and Experience:**

- Licensed to practice law in the state of Tennessee.
- Bachelor's degree in social science, business, public administration, economics or other related field.
- Juris Doctor (JD) degree.
- Three or more years of legal experience in real estate, housing, administrative hearings, landlord/tenant issues, contracts, developing policies and procedures.

The above qualifications express the minimum standards of education and experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Assistant Legal Counsel (Assistant Legal Counsel)

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**Knowledge, Skills, Abilities, and Competencies:**

- Thorough knowledge of legal principles and their application.
- Considerable knowledge of law relating to administrative hearings, landlord/tenant issues, contracts, developing policies and procedures, real estate, and housing.
- Demonstrates the ability to build and maintain positive relationships with the THDA Executive Team, Leadership Team, and staff.
- Ability to communicate effectively at all levels of THDA; communicates effectively and regularly with staff, including staff in planning, decision-making, and process improvement; is available to staff;
- Superior written and verbal communication skills, to effectively address all levels within THDA.
- High level of detail and accuracy.
- Maintains credibility through sincerity, honesty, and discretion.
- Maintains a high level of confidentiality.
- Proficient with WestLaw and other research tools, whether online or in hard copy, to facilitate research of legal issues or questions as needed.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

**Special Demands:**

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Frequent in-state and occasional out-of-state travel, including overnight travel.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER**

**APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION**

**PLEASE VISIT OUR WEBSITE AT [WWW.THDA.ORG/CAREERS](http://WWW.THDA.ORG/CAREERS) AND FOLLOW  
THE ONLINE APPLICATION INSTRUCTIONS**